

**City of Lake Forest
Questions and Answers Regarding
Request for Bids for Park Restroom Janitorial Services**

1. Is initial cleaning an extra item?

Response: No.

2. Is the janitorial contractor responsible for emptying park trash cans?

Response: No. The janitorial contractor is responsible for emptying the trash cans inside the restrooms only.

3. Does the contractor need to “police” the area for trash around the park?

Response: The janitorial contractor is responsible for trash in and around the restroom building only.

4. Where does the contractor dispose of trash? Has any information been gathered about the best place to dispose of the trash collected at the parks each night?

Response: The contractor is responsible for disposing of trash at a licensed and approved dumpsite.

5. What is the current contract amount?

Response: The current contract amount is \$42,855 annually.

6. When is the work to be done? How many days per week? What are the exact times you want the services performed? Are there closure times for the restrooms?

Response: Per the Scope of Work:

“3. Clean restrooms once per day, seven (7) days per week, 365 days per year. All restrooms must be cleaned before 10:00 a.m. daily.”

Restrooms are closed from dusk to 7:00 a.m. on the passive parks and from 10:00 p.m. to 7:00 a.m. at the sport parks.

7. Does the bid include consumables? In reference to the consumables/paper products you require the contractor to provide, there is no mention of trash liners. Do we supply or does the City supply?

Response: Yes Per Scope of Work:

“2. Provide all paper products including, but not limited to, toilet paper, paper towels, and toilet seat covers needed to maintain a constant supply for users.”

The contractor will also provide liners for the trash cans inside the restrooms. Note: Some City park restrooms utilize 12-inch size rolls of toilet paper.

8. Would the city be open to us changing out the paper towel and toilet paper dispensers if we are awarded the contract to less cost ones?

Response: The contractor must use the existing dispensers and appropriate consumables designed to fit the dispensers. If, at any time, a dispenser needs to be replaced, the contractor should notify a City representative for replacement.

9. Who is the current contractor?

Response: The current contractor is Xanadu Service System.

10. Is pollution insurance required? Can you reiterate the provisions for the insurance? I recall that the City would clarify the "Pollution Insurance".

Response: Pollution Insurance is not required for this contract. Applicable insurance includes Commercial General Liability, Automobile Liability Insurance, and Workers' Compensation.

11. How many trash bags will be needed per day?

Response: The number of trash bags needed is based on usage. On average, the contractor can assume one trash liner per trash can per day.

12. What is the average usage per day of each park? It was mentioned in the pre-bid conference that you do not know how many visitors you get at the parks each month. Can you give any information in regards to the parks with the heaviest traffic?

Response: Average park usage is not available at this time. The restrooms in passive parks are open from 7:00 a.m. to dusk. The restrooms in sports parks (parks with sports fields) are open from 7:00 a.m. until 10:00 p.m.

13. Is the janitorial contractor required to remove graffiti?

Response: Yes, the contractor is required to remove graffiti per the Scope of Work: "7. Remove minor graffiti with gel vandal remover. If graffiti is extensive, it should be reported to a City designated representative immediately."

The contractor should also provide photos before and after removal and submit to the City within 48 hours.

14. Are there cost adjustments allowed during the contract term for rising minimum wage requirements?

Response: The bid should reflect known and anticipated minimum wage adjustments. The City's standard contract includes a CPI increase available at the City's discretion when/if the contract is extended beyond the initial term.

15. What changes were made from these specs to the ones before? What is the difference from the current contract to this contract in regards to scope and number of sites?

Response: Two sections were added to the Scope of Work for the new contract: Uniforms and Vehicles, and Noise. The remainder of the contract and number of sites is unchanged from the current contract.

16. How many copies of the bid do you need?

Response: Please submit one copy of the completed bid schedule in accordance with the Instructions to Bidders, pages 2-6 of the Request for Bids document.

17. Do you have a breakdown of the monthly cost of consumables from recent years?

Response: The current contractor provides all consumables therefore; the City does not maintain a breakdown of these costs.

18. Is there a location where we can keep our green cleaning chemical system that includes a water source?

Response: The City does not have a secure location to keep the contractor's equipment.

19. If we provide two smart cars, are we able to leave them at the city yard or city corporate office? Is there a charging station at those locations?

The City does not have a City yard and City Hall is located in a leased building. The City does not have its own parking facility to store the contractor's vehicles.

20. Is there a separate line item for the supplies, or do we include it on each park location?

Response: The bid for each line item (A1-A13) on the bid schedule shall include all costs for that item (park).

21. Please provide a list of events scheduled for the parks.

Response: Below is the schedule of events in the parks for 2015. All events are subject to change.

January	Snowfest at Pittsford Park
March	Bunny Blast at El Toro Park
April	Spring Skate Egg Hunt at Etnies Skate Park
	The Gathering at Etnies Skate Park
May	"Skate for a Cause" at Etnies Skate Park
June	Summer Concert at Pittsford Park
July	Family Overnight Campout – location to be determined
	Summer Concert at Pittsford
August	Movies in the Park at Mountain View
	Movies in the Park at El Toro Park
	Movies in the Park at Pittsford Park
October	Halloween event at Etnies Skate Park
November	Skatepark Fall classic at Etnies Skate Park
December	Skatepark Anniversary at Etnies Skate Park